



**ANTELOPE VALLEY COLLEGE  
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE  
AGENDA  
February 25, 2014  
3:30 p.m. to 4:30 p.m.  
L 201**

To conform to the open meeting act, the public may attend open sessions

1. CALL TO ORDER AND ROLL CALL
2. OPENING COMMENTS FROM THE CHAIRS
3. OPEN COMMENTS FROM THE PUBLIC
4. APPROVAL OF MINUTES
  - a. February 11, 2014 Minutes - attachment
5. DISCUSSION ITEMS
  - a. Report on Goals
6. ACTION ITEMS
7. ANNOUNCEMENTS
8. ADJOURNMENT

**NON-DISCRIMINATION POLICY**

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.



**ANTELOPE VALLEY COLLEGE**  
**DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE**  
**MINTUES**  
**February 25, 2014**  
**3:30 p.m. to 4:30 p.m.**  
**L 201**

To conform to the open meeting act, the public may attend open sessions

1. CALL TO ORDER AND ROLL CALL

The Distance Education and Technology Committee (DETC) meeting of February 25, 2014, was called to order at 3:34 p.m. by Dr. Nancy Bednar and Dr. Charlotte Forte-Parnell, Co-Chairs.

2. OPENING COMMENTS FROM THE CHAIRS

- Dr. Charlotte Forte-Parnell reported participating in DETC training meetings and webinar last week, and led discussion regarding presentations. She reported three (3) colleges that offer Distanced Education training for faculty:
  - 1) Merritt Community College  
Merritt Community College offers a certificate for completion of a 16-week course – *How to Develop Moodle Shells* (Course Management System). Faculty already teaching online are grandfathered in, while the training is mandatory for new faculty.
  - 2) Modesto Community College  
Modesto Community College offers At-1 online training and Blackboard Training for new faculty; faculty already teaching online are grandfathered in.
  - 3) Victor Valley Community College  
Victor Valley Community College offers the following training
    - Introduction to Online Teaching
    - Introduction to Blackboard
    - Introduction to Online ToolsTwice a year in January and August, Victory Valley partners with Mr. San Jacinto College to offer three (3) days of courses.

Members readdressed the need for Distance Education training for online faculty, to include compliance for mandates required for Services for Students with Disabilities (SSD). Consensus was a recommendation for a Distance Education plan for faculty to teach online, and development of a campuswide plan for Antelope Valley College (AVC).

- Dr. Nancy Bednar reported she and Dr. Parnell will meet with James Glapa Grossleg, Dean, Distance Learning at College of the Canyons, with hope for direction as well as creation of a relationship like Mt. San Jacinto College has with Victor Valley Community College.
- Dr. Parnell discussed the Online Education Initiative (OEI) which will fund a College Virtual Campus (CVC). The first meeting will be held April 4, 2014, to include students and administrators, to create a task force to determine how to proceed. The goal is development of high-demand, quality online courses faculty can teach through the initiative:
  - 1) Reading & Comprehension
  - 2) Oral Communications
  - 3) College Writing, Composition & Critical Thinking

Dr. Parnell explained the search is on for pilot schools, with acceptance of single courses.

- Dr. Parnell announced upcoming Student Satisfaction and Faculty Satisfaction Surveys, and reported a request is out for schools who want to participate in the Spring 2014 surveys.

3. OPEN COMMENTS FROM THE PUBLIC  
None

4. APPROVAL OF MINUTES

a. February 11, 2014 Minutes – attachment

*A motion was made and seconded to approve the minutes of the February 22, 2014 minute, with corrections.*

*Motion carried.*

5. DISCUSSION ITEMS

a. Report on Goals

Dr. Bednar led discussion regarding training for Distance Education instructors. She asked members to consider writing policy regarding who to assign to teach online courses and what types of criteria should be developed. Dr. Bednar addressed the need for classes are available to everyone, and the importance of compliance for students with disabilities.

Members agreed instructional design for online courses is needed, with course outline orientation for students the first week. Orientation topics for consideration:

- How to Log Into Blackboard
- How to Find a Syllabus
- How to Create a Word Doc
- Online Etiquette

It was suggested Mr. Greg Krynen create the instructional videos. It was noted Mr. Krynen is not permitted to teach. It was suggested a tutorial specialist create the orientation with Mr. Krynen's input. Mr. Mike Wilmes recommended an information specialist conduct an orientation workshop, noting the advantages of face-to-face interaction.

A recommendation was made for a Fall 2014 Opening Day workshop for Distance Education (DE) training for faculty. It was suggested Dr. Bednar create a task force to develop an online training program for faculty, and initiate discussion with the Senate, President Knudson and the union for direction in implementation of said program.

6. ACTION ITEMS

None

7. ANNOUNCEMENTS

None

8. ADJOURNMENT 4:36 pm

The Distance Education and Technology Committee Meeting of February 25, 2014 was adjourned at 4:36 p.m. by Dr. Nancy Bednar.

MEMBERS PRESENT		
Dr. Nancy Bednar	Priscilla Jenison	John Toth
Dr. Charlotte Forte Parnell	Dr. Scott Lee	Megan Turrill, ASO
Walter Briggs	Ken Sawicki	
Diane Flores-Kagan	Jayne Star	
MEMBERS ABSENT		
Charles Hood	Dr. Tom O'Neil	Ron Mumshaw
Rick Shaw		
GUESTS		
Mike Wilmes		

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*Approved: March 11, 2014 Distanced Education & Technology Committee Meeting*